

Acting Executive

6 October 1950

Management Officer

Table of Organization, Editorial Branch, National Intelligence Survey Division, Office of Reports and Estimates.

1. Our recent survey of the National Intelligence Survey Division, Office of Reports and Estimates, has indicated the desirability of direction of effort toward coordination of National Intelligence Survey production in the drafting stages. The proposal submitted by the Assistant Director for Reports and Estimates for a realignment of coordination and editorial responsibilities based on further subdivision of functional responsibilities is in accord with the organization objective of the Management Staff. However, until the workload parallels the production schedule, the individual organizational assignments cannot be strictly followed. Rather, each editor will be called on to "double in brass" as workload dictates.
2. The classification grades suggested in the proposed organizational realignment have been discussed with the Personnel Division, Administrative Staff, which Division recommends that the grade structure remain as at present. The Budget Officer has advised this Staff that he cannot concur in any grade changes upward until he receives an indication of action being taken on the request for supplemental appropriations.
3. The Assistant Director for Reports and Estimates has indicated a need for an increase in the table of organization of seven to perform adequately the over-all Editorial Branch duties. The need for an increase of this number is questioned by this Staff based on the following considerations:
  - a. There is serious backlog of processed material approved for final printing in the Government Printing Office, as indicated by the annual report of the Chief, National Intelligence Survey Division. This deficiency probably cannot be corrected until more space (and perhaps personnel and equipment) are available to the Government Printing Office. It does not seem reasonable to speed production and thus add to an already serious reproduction problem.
  - b. By action subsequent to the submission of the attached memorandum, the table of organization of Editorial Branch has been increased by five classified positions. This change was occasioned by conversion of all Intelligence Advisory Committee positions on the Office of Reports and Estimates table of organization to classified positions.

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4. It is recommended that:

a. The functional subdivision of the Editorial Branch, National Intelligence Survey Division, as proposed by the Assistant Director for Reports and Estimates be approved. (Tab A)

b. No further increase of the National Intelligence Survey Division table of organization be approved at this time.

c. The table of organization grades be established on the basis of presently authorized grades as indicated in Tab A; to be subject to review at such time as budgetary restrictions are removed.

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Attachments: Memorandum, dated 13 September 1950, re T/O, Editorial Branch, D/NEH, with attached Diagram and Memorandum, dated 4 August 1950, with attachment. Tab A - Modification of proposed organization.

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